

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

October 7, 2016

SUBJECT: MISCELLANEOUS DEPARTMENT MANUAL SECTIONS PERTAINING TO BOOKING EVIDENCE – REVISED, DELETED, OR ESTABLISHED; AND, BOOKING PROPERTY - FIELD NOTEBOOK DIVIDER, FORM 18.39.01 – REVISED

PURPOSE: The proper management of storage space within Department property rooms is essential in order to meet the increasing need for storing property. The booking of mass quantities of evidence in many cases is unnecessary for a successful case prosecution.

This Order revises Department Manual Sections 4/510.12, *Booking Analyzed Evidence – General*; 4/510.60, *Property Improperly Presented for Booking*; 4/515.10, *Location Booked – General*; and, 4/535.10, *Packaging Alcoholic Beverages*, to conform to current Department procedures. This Order also deletes Department Manual Section 4/515.30, *Location Booked – Evidence to Scientific Investigation Division*, to conform to current Department procedures. Additionally, this Order establishes Department Manual Sections 4/540.11, *Handling Evidence Associated with Sidewalk Sales Violations*; 4/540.12, *Booking Motorized Scooters*; 4/540.13, *Booking Vehicle Batteries*; and, 4/540.14, *Booking Compressed Gas Cylinders*. This Order allows for the immediate disposal of hazardous materials including, but not limited to, vending carts, vehicle batteries, and electric and gas-powered scooters. Furthermore, this Order revises the Booking Property - Field Notebook Divider, Form 18.39.01.

PROCEDURE:

- I. BOOKING ANALYZED EVIDENCE – GENERAL – REVISED.** Department Manual Section 4/510.12, *Booking Analyzed Evidence – General*, has been revised to conform with current Department procedures and is attached with revisions indicated in italics.
- II. PROPERTY IMPROPERLY PRESENTED FOR BOOKING – REVISED.** Department Manual Section 4/510.60, *Property Improperly Presented for Booking*, has been revised to conform with current Department procedures and is attached with revisions indicated in italics.
- III. LOCATION BOOKED – GENERAL – REVISED.** Department Manual Section 4/515.10, *Location Booked - General*, has been revised to conform with current Department procedures and is attached with revisions indicated in italics.
- IV. PACKAGING ALCOHOLIC BEVERAGES – REVISED.** Department Manual Section 4/535.10, *Packaging Alcoholic Beverages*, has been revised to incorporate procedures for handling large seizures of alcoholic beverages, and is attached with revisions indicated in italics.

- V. **LOCATION BOOKED – EVIDENCE TO SCIENTIFIC INVESTIGATION DIVISION – DELETED.** Department Manual Section 4/515.30, *Location Booked – Evidence to Scientific Investigation Division*, has been deleted to conform with current Department procedures and pertinent information has been added to Department Manual Section 4/510.12, *Booking Analyzed Evidence – General*.
- VI. **HANDLING EVIDENCE ASSOCIATED WITH SIDEWALK SALES VIOLATIONS – ESTABLISHED.** Department Manual Section 4/540.11, *Handling Evidence Associated with Sidewalk Sales Violations*, has been established and is attached.
- VII. **BOOKING MOTORIZED SCOOTERS – ESTABLISHED.** Department Manual Section 4/540.12, *Booking Motorized Scooters*, has been established and is attached.
- VIII. **BOOKING VEHICLE BATTERIES – ESTABLISHED.** Department Manual Section 4/540.13, *Booking Vehicle Batteries*, has been established and is attached.
- IX. **BOOKING COMPRESSED GAS CYLINDERS – ESTABLISHED.** Department Manual Section 4/540.14, *Booking Compressed Gas Cylinders*, has been established and is attached.
- X. **BOOKING PROPERTY - FIELD NOTEBOOK DIVIDER, FORM 18.39.01 – REVISED.** The Booking Property - Field Notebook Divider, Form 18.39.01, has been revised to conform with Section 4/540.85 and is attached with revisions indicated in italics.

FORM AVAILABILITY: The revised Booking Property - Field Notebook Divider is accessible in E-Forms on the Department's Local Area Network (LAN) and is attached for immediate use and duplication. All other versions of this form shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: This Order revises Sections 4/510.12, 4/510.60, 4/515.10, and 4/535.10; deletes Section 4/515.30; and, establishes Sections 4/540.11, 4/540.12, 4/540.13, and 4/540.14 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

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510.12 BOOKING ANALYZED EVIDENCE - GENERAL. *Evidence to be examined by Forensic Science Division (FSD) or Technical Investigation Division (TID) shall be booked into the evidence courier system at the Area location most convenient to the booking employee. The request for analysis shall be made to FSD or TID by the investigating officer. The evidence shall be placed in the appropriate locker: narcotics/shelf, refrigerator, or freezer. These lockers shall not be used for temporary storage of evidence to be booked into the Area property room.*

Exceptions:

- Items too large for temporary storage lockers;
- Narcotics seizures in excess of 30 pounds net weight, (Manual Section 4/540.75);
- Explosives not considered safe, (Department Manual Section 4/540.20);
- Hazardous chemicals or materials including nitrous oxide samples, (Department Manual Section 4/212.49);

Note: Officers seizing compressed gas cylinders shall request the Hazardous Chemical Team, Forensic Sciences Division, for advice, assistance, and transportation (Department Manual Section 4/540.14 and 4/540.68).

- Toluene-soaked rags or other evidence open to the air requiring special handling, (Department Manual Section 4/515.10); and,

Note: During hours when FSD is closed, employees requiring evidence handling or storage advice shall telephonically contact a FSD criminalist via *Real-Time Analysis and Critical Response (RACR) Division*.

- Any amount of PCP in a container one-half gallon or larger or a total volume of one-half gallon or more of PCP, (Department Manual Section 4/540.72).

Booking Employee's Responsibilities. An employee booking all types of evidence to be analyzed shall:

- Dry articles with possible Deoxyribonucleic Acid (DNA) and/or forensic evidence in the Evidence Drying Cabinet (EDC) if necessary, (Department Manual Section 4/525.21);

Note: Only one item at a time shall be placed in an EDC compartment.

- Record appropriate information on all required envelopes or tags;
- Place the evidence in the correct classification of Laboratory and Analyzed Evidence Envelope, or tag correctly; and,

Note: Evidence requiring freezer storage shall be placed into the *analyzed evidence* temporary storage freezer within six (6) hours after being obtained.

- Seal the Analyzed Evidence Envelope with a red Analyzed Evidence Seal,

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Form 10.12.07, over each flap of the required envelope and *along* the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. An Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet, (*Department Manual Section 4/535.07*). The Property Booking Guide contains additional information.

Note: The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into a Property Division (*PD*) facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis shall be made to *TID*. *Technical Investigation Division* shall make arrangements with *PD* for the *evidence courier* to transport the item for analysis.

Following supervisory approval of packaging and related reports, the booking employee shall:

- Place the evidence and reports into the appropriate *analyzed evidence* temporary storage locker; and,

Note: Entry into any of the *analyzed evidence* temporary storage lockers is restricted to an on-duty supervisor and shall be witnessed by another sworn employee.

- Complete the Analyzed Evidence Control Log, *Form 10.11.01*.

Note: Personnel assigned to specialized divisions or sections shall use Area *analyzed evidence* temporary storage locker facilities. Specialized division personnel shall notify the Area watch commander prior to placing any property in the storage locker. If there is insufficient space in the *analyzed evidence* temporary storage locker, or if distance precludes the use of Area facilities, evidence shall be taken directly to the *Forensic Science Center (FSC)* for booking. When the *FSC* is closed, such evidence shall be transported to Central or Valley Property Sections.

Supervisor's Responsibilities. The supervisor reviewing the evidence to be analyzed shall:

- Ensure the evidence is properly packaged and, if a firearm, properly cleared;
- Place all evidence to be analyzed into the *analyzed evidence* temporary storage locker and secure the locker;
- Review related reports for accuracy of completion; and,
- Upon approval of packaging and reports, sign the Analyzed Evidence Control Log signifying readiness of the evidence for courier pick up and analysis.

Watch Commander's Responsibilities. The watch commander of an Area or facility *that contains an analyzed evidence temporary storage locker* shall:

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- At the start of each watch, inventory any evidence in the *analyzed evidence* temporary storage locker to ensure that the contents correspond with the Analyzed Evidence Control Log and immediately reconcile any discrepancies;
- Remove evidence from the *analyzed evidence* temporary storage locker as requested by the *evidence* courier;
- Ensure that any booking irregularities identified by the *evidence* courier are immediately corrected by on-duty Area personnel, and a *Follow-Up* Investigation, Form 03.14.00, is completed when appropriate;
- Retain a copy of the Analyzed Evidence Control Log after it has been reviewed and signed by the *evidence* courier;
- When the Area property room is closed, accept any transferred evidence from the *evidence* courier and place it in the Area property room interim storage locker; and,
- Accept and appropriately store any evidence submitted by *PD* personnel for transfer to *FSD*, *TID* or any other *PD* facility.

Investigative Personnel's Responsibilities. Concerned investigative personnel shall make a telephonic request to *FSD* or *TID* for evidence analysis as soon as it becomes apparent that the evidence will be needed to further the case investigation or prosecution. Items being held only for latent print analysis shall be booked directly into a *PD* facility, Area property room, or Area property room interim storage if the property room is closed and will only be processed upon the request of the investigating officer to *TID*.

Commanding Officer's Responsibilities. Area commanding officers shall ensure that secure, separate, and proper *analyzed evidence* temporary storage lockers are maintained on station premises to accommodate storage of evidence to be analyzed, including evidence requiring shelf, refrigerator, or freezer storage.

Note: The Commanding Officer, Property Division, shall maintain *analyzed evidence* temporary storage lockers at Central and Valley Property Sections.

Evidence Courier's Responsibilities. The *evidence* courier shall pick up and deliver to *FSD*, *TID*, and *Property Division*, evidence to be analyzed and other items, as appropriate. Upon arriving at an Area station, the *evidence* courier shall:

- Request that the on-duty watch commander remove all evidence to be analyzed from the *analyzed evidence* temporary storage locker;
- Verify evidence to be analyzed has been properly reported, packaged, and stored;

Note: Observed deficiencies shall be brought immediately to the attention of the watch commander and corrective action taken by on-duty Area personnel.

- Verify two copies of the completed Property Report, Form 10.01.00, and/or Arrest Report, Form 05.02.00, face sheet accompany each narcotics, blood, urine, firearms, or *analyzed evidence* booking;
- Provide a signed copy of the Analyzed Evidence Control Log to the watch commander;
- Deliver property and reports which are being transferred from *FSD*, *TID*, and *PD*, to the Area property room;

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- Promptly deliver evidence to be analyzed to the *appropriate PD, TID, or FSD facility* for booking into the Automated Property Information Management System (APIMS); and,
- Deliver other items which were picked up (e.g., narcotics reports) to the appropriate location along the courier route.

Note: The property, a copy of the Property Report, and the Property Transfer Record, Form 10.02.00, shall be placed in the Area property room interim storage locker if the Area property room is closed.

Property Officer's Responsibilities. Central and Valley Property Sections shall be responsible for maintaining *analyzed evidence* temporary storage lockers for items requiring analysis. Central and Valley Property Sections' property officers shall complete the appropriate entry on the Analyzed Evidence Control Log.

When an item is being transferred from a *PD* facility to *FSD or TID* for analysis (i.e., latent prints) the property officer shall include with the evidence a copy of the Property Report, along with a Property Transfer Record, and submit the item to the watch commander for placement in the appropriate *analyzed evidence* temporary storage locker. When preparing evidence for return to Area property rooms, the *Evidence Control Section (ECS)* and *FSC* officers shall include a copy of the Property Report and a Property Transfer Record with the evidence being returned.

Each Area has three lockers used by officers and detectives for the temporary placement of items to be transported for analysis to *FSD or TID* by *Courier Unit* personnel. They are the narcotics/shelf storage locker, the refrigerator, and the freezer. The narcotics locker and the shelf storage locker are synonymous.

Note: The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into a *PD* facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis shall be made to *TID*. *Technical Investigation Division* shall make arrangements with *PD* for the *evidence* courier to transport the item for analysis.

Following supervisory approval of packaging and related reports, the booking employee shall:

- Place the evidence and reports into the appropriate *analyzed evidence* temporary storage locker; and,

Note: Entry into any of the *analyzed evidence* temporary storage lockers is restricted to an on-duty supervisor and shall be witnessed by another sworn employee.

- Complete the Analyzed Evidence Control Log.

Note: Personnel assigned to specialized divisions or sections shall use Area *analyzed evidence* temporary storage locker facilities. Specialized division personnel shall notify the Area watch commander prior to placing any property in the storage locker. If there is insufficient space in the *analyzed evidence* temporary storage locker, or if distance

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precludes *the* use of Area facilities, evidence shall be taken directly to the *FSC* for booking. When the *FSC* is closed, such evidence shall be transported to Central or Valley Property Sections.

510.60 PROPERTY IMPROPERLY PRESENTED FOR BOOKING. A property *officer* shall inspect all evidence and non-evidence submitted for booking to ensure the property is:

- Properly packaged;
- Identified correctly; and,
- Accurately described on the report.

Property will not be accepted until the deficiencies are corrected.

Note: The watch commander shall inspect all narcotics evidence submitted for booking and shall ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander shall cause the evidence to be transferred to Central or Valley Property Section, (*Department Manual Section 4/510.12*).

515.10 LOCATION BOOKED - GENERAL. Evidence and non-evidence must be booked in the Area of occurrence. When the Area property room is closed, the property must be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, Property Division.

Exceptions:

- Employees working in, or assigned to, a division located within Central Area may book property directly into Central Property Section, regardless of the Area of occurrence.
- Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section, regardless of the Area of occurrence.
- Narcotics and evidence to be analyzed *shall* be booked into the appropriate *evidence* courier temporary storage locker and transported to Property Division by the courier (*Department Manual Section 4/510.12*).
- Emergency Services Division personnel *shall* book and store, in designated storage areas, explosives not considered "safe" (*Manual Section 4/540.20*).
- Evidence connected with Commercial Crimes Division investigations *shall be booked in designated areas* (*Department Manual Section 4/515.20*).
- Evidence connected with Burglary Special Section, Commercial Crimes Division investigations *shall be booked in designated areas* (*Department Manual Section 4/515.25*).
- Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Police Administration Building, *shall* be booked at Property Division (*Department Manual Section 4/604.19*).
- Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Valley Section, *shall* be booked at Valley Property Section (*Department Manual Section 4/604.19*).
- Property requiring analysis or comparison by *Technical Investigation Division or Forensic Science Division*, *shall be booked into the appropriate evidence courier*

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temporary storage locker and transported to Property Division by the evidence courier (Department Manual Section 4/510.12).

- Narcotics-stained currency which is held for checking by the Gang and Narcotics Division K-9 Detail *shall* be booked at Central or Valley Property Sections.
- Toluene-soaked rags and other evidence open to the air requiring special handling *shall* be booked at Central or Valley Property Section.
- *Vehicle batteries and vending carts shall be booked at Central or Valley Property Section (Department Manual Section 4/540.13).*

535.10 PACKAGING ALCOHOLIC BEVERAGES. A container of an alcoholic beverage shall be securely capped and sealed with a completed sealed evidence label.

If the container cannot be capped, a sample shall be sealed in an approved evidence bottle, and booked with the original container.

Note: Officers conducting investigations involving Business and Professions Code Section 23300, "Sales Without a License," or any other section for which a large seizure of alcoholic beverages may occur, shall notify Property Division as soon as possible. A "large seizure" is defined as consisting of 15 or more cases of alcoholic beverages at 24 bottles per case.

BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER

4/505.10 CLASSIFICATIONS OF PROPERTY. Items entered into the Department property system shall be classified as follows:

- * **Evidence** - items which are or may be related to a crime, or which may either implicate or exonerate a person.
- * **Non-evidence** - property other than evidence or excess personal property.
- * **Excess (non-evidentiary) Personal Property** - personal property of an arrestee, which cannot be packaged in a prisoner's property package or purse.

4/510.10 BOOKING EVIDENCE AND NON-EVIDENCE – GENERAL. The employee seizing or taking custody of evidence shall ensure it is properly booked without unnecessary delay.

All property which is to be booked shall be inventoried and listed on the Property Report, Form 10.01.00. The employee seizing or taking custody of a closed container shall open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his/her official duties, a detention officer assigned to Jail Division, or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution shall not be jeopardized, the property shall be returned to the owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

Note: If there is a question as to whether or not photographs shall suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10.00 (duplicate copy), to the person relieved of the property (Department Manual Section 4/645.20).

The **original** Receipt for Property Taken into Custody shall be included as a page of the original Property Report; Release from Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence to be booked is listed.

Evidence and non-evidence shall not be stored in the personal possession of any employee, except certain forgery related evidence (Department Manual Section 4/570.20). One copy of the Property Report, or the RFC Report Continuation, or Arrest Report, shall accompany the property when booked.

Exception: Two copies shall accompany narcotics or firearm bookings.

It is not necessary to issue a Receipt for Property Taken into Custody for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Receipt for Property Taken into Custody form used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee shall complete a Property Report, and make a notation on the report that the property is in the possession of the finder.

Note: The assigned detectives (Department Manual Section 4/790) shall ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 485).

The employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

Note: When an employee recovers property from an area containing more than one person (e.g., cell, holding tank), the employee shall ensure that the detective division responsible for each arrestee is notified using the above-referenced procedure.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

Note: Booking employees shall continue to check all firearms against the Automated Firearms System (Department Manual Section 4/540.30) and attach a copy of the printout to the appropriate report.

4/510.60 PROPERTY IMPROPERLY PRESENTED FOR BOOKING. A Property Officer shall inspect all evidence and non-evidence submitted for booking to ensure the property is:

- * Properly packaged in the smallest available container;
- * Identified correctly; and,
- * Accurately described on the report.

Property shall not be accepted until the deficiencies are corrected.

Note: The watch commander shall inspect all narcotics evidence submitted for booking and shall ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander shall cause the evidence to be transferred to Central or Valley Property Section (Department Manual Section 4/515.30).

4/520.10 EVIDENCE BOOKED TO ARRESTEE.

When evidence is known to be related to previously booked evidence, it shall be booked to the same person under the same DR number as originally reported. Item numbers shall start with the next sequential number from the original report. If not related to previously booked evidence, evidence shall be booked to the arrestee whether seized at the time of arrest or subsequent thereto. When two or more persons are arrested at the same time and place, all evidence shall be booked to one arrestee whose name shall appear in the space provided on the Property Report, Form 10.01.00, or Release from Custody (RFC) Report Continuation, Form 05.02.08. Names and information regarding other arrestees and evidence shall appear in the narrative of the report. The report shall designate from whom the various items were seized.

If no arrest has been made, the evidence shall be booked to the victim.

If there is neither an arrestee nor a victim, evidence shall be booked to the owner or possessor of the evidence.

If there is neither an arrestee, victim, owner, nor possessor associated with the evidence, it shall be booked to the Department employee booking the property.

Note: Possessor is defined as someone other than an owner in possession of evidence which is being taken into police custody. Possessor may include the finder of the evidence.

4/520.20 NON-EVIDENCE BOOKED TO OWNER.

Non-evidence shall be booked to its owner. If ownership cannot be determined, it shall be booked to the finder.

Exception: When non-evidence is removed from a vehicle, and the owner of the property is unknown, it shall be booked to the registered owner of the vehicle. When neither is known, it shall be booked to the employee.

4/525.10 PRESERVING PROPERTY – GENERAL.

All property shall be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve shall obtain assistance from Forensic Science Division (FSD).

4/515.10 LOCATION BOOKED - GENERAL. Evidence and non-evidence *shall* be booked in the Area of occurrence. When the Area property room is closed, the property *shall* be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, Property Division.

Exceptions:

- * Employees working in, or assigned to, Central Area may book property directly into Central Property Section, regardless of the Area of occurrence.
- * Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section regardless of the Area of occurrence.
- * Narcotics and evidence to be analyzed *shall* be booked into the appropriate evidence courier temporary storage locker and transported to *Property Division* by the courier (Department Manual Section 4/515.30).
- * *Emergency Services* Division personnel *shall* book and store, in designated storage areas, explosives not considered "safe" (Department Manual Section 4/540.20).
- * Evidence connected with Commercial Crimes Division investigations (Department Manual Section 4/515.20).
- * Evidence connected with Burglary Special Section, Commercial Crimes Division investigations (Department Manual Section 4/515.25).
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Central Bureau, *shall* be booked at *Property Division* (Department Manual Section 4/604.19).
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Valley Bureau, *shall* be booked at *Valley Property Section* (Department Manual Section 4/604.19).
- * Property requiring analysis or comparison by Forensic Science Division (Department Manual Section 4/515.30).
- * Narcotics-stained currency which is held for checking by the Gang and Narcotics Division K-9 Detail *shall* be booked at Central or Valley Property Sections.
- * Toluene-soaked rags and other evidence open to the air requiring special handling *shall* be booked at Central or Valley Property Section.

4/515.30 LOCATION BOOKED – EVIDENCE TO FORENSIC SCIENCE DIVISION.

Evidence to be examined by Forensic Science Division (FSD), shall be booked into the *Property Division* courier system at the Area location most convenient to the booking employee. The request for analysis shall be made to FSD by the investigating officer. The evidence shall be placed in the appropriate locker: Narcotics/shelf, refrigerator, or freezer.

Exceptions:

- * Items too large for temporary storage lockers;
- * Narcotics seizures in excess of 30 pounds net weight (Department Manual Section 4/540.75);
- * Explosives not considered "safe" (Department Manual Section 4/540.20);
- * Hazardous chemicals or materials (Department Manual Section 4/212.49);

Note: Compressed gas cylinders shall be booked at Central or Valley Property Sections.

- * Toluene-soaked rags or other evidence open to the air requiring special handling (Department Manual Section 4/515.10); and,

Note: During hours when FSD is closed, employees requiring evidence handling or storage advice shall telephonically contact an FSD criminalist via *Real-Time Analysis and Critical Response Division*.

- * Any amount of PCP in a container, one-half gallon or larger, or a total volume of one-half gallon or more of PCP (Department Manual Section 4/540.72).

These lockers **shall not** be used for temporary storage of evidence to be booked into the Area property room.

4/505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system shall be classified as follows:

- * **Analyzed Evidence – Shelf Storage** – evidence, other than narcotics, that does not require climate-controlled or cold storage such as Gunshot Residue kits (GSR).
- * **Analyzed Evidence – Climate-Controlled Storage** – All evidence, other than narcotics, that does not require cold storage including **dried** biological samples (dried blood/semen/saliva on swabs/fabric or other surfaces).
- * **Analyzed Evidence – To Be Refrigerated** – Liquid blood and urine samples [except for the urine sample from the Sexual Assault Evidence Kit (SAEK)].
- * **Analyzed Evidence – To Be Frozen** – Anything that cannot be dried, the SAEK and the urine sample from the SAEK.

Note: The urine sample from the SAEK which is removed and placed inside a Los Angeles County/City, Sexual Assault Evidence – Urine Sample envelope, shall be packaged separately in an Analyzed Evidence – To Be Frozen Envelope, Form 12.51.02, and booked into frozen storage.

Exception: Sexual Assault Evidence Kits, once analyzed and found to be negative, may be stored in climate-controlled storage.

- * **Analyzed Evidence – Narcotics.**

4/535.07 PACKAGING ANALYZED EVIDENCE – GENERAL.

Evidence to be analyzed shall be packaged in, or tagged with, appropriate Analyzed Evidence Envelopes, Laboratory Envelopes or Analyzed Evidence Tags. Employees booking all types of evidence to be analyzed shall place a red Analyzed Evidence Seal, Form 10.12.07, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A red Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet. The Property Booking Guide contains additional information.

Note: The packaging of any item which requires *Deoxyribonucleic Acid (DNA) or latent print analysis shall be clearly marked "Hold for DNA" or "Hold for Prints"* and booked into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer (IO) determines that the item is "Hold for DNA," the IO shall make a telephonic request to Forensic Sciences Division (FSD) for the analysis and FSD shall make arrangements with Property Division for the evidence courier to transport the item. If an IO determines that the item is "Hold for Prints," the IO shall make a telephonic request to Technical Investigation Division (TID) for the analysis and TID shall make arrangements with Property Division for the evidence courier to transport the item. If the item is for both "Hold for DNA" and "Hold for Prints," the IO shall notify both FSD and TID, who shall coordinate the transport (by Property couriers) for the analysis.

Analyzed Evidence Envelopes:

- * Analyzed Evidence - Shelf Storage Envelope, Form 12.51.00
- * Analyzed Evidence - To Be Refrigerated Envelope, Form 12.51.01
- * Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02
- * Analyzed Evidence - Narcotics Envelope, Form 12.51.03

Analyzed Evidence Tags:

- * Analyzed Evidence - Shelf Storage Tag, Form 10.12.03
- * Analyzed Evidence - To Be Refrigerated Tag, Form 10.12.04
- * Analyzed Evidence - To Be Frozen Tag, Form 10.12.05
- * Analyzed Evidence - Narcotics Tag, Form 10.12.06
- * Analyzed Evidence Seal, Form 10.12.07

COMBINED REPORTING OF EVIDENCE.

The Arrest Report, Form 05.01.00, Investigative Report, Form 03.01.00, or RFC Report, Form 05.02.08, may be used to book evidence as stated in Department Manual Sections 4/216.15 and 4/203.15.

4/216.15 EVIDENCE REPORT COMBINED WITH ARREST REPORT. Evidence booked in conjunction with an arrest may be reported as follows:

If only one arrestee, no firearm booked, and no more than two items of evidence, the face sheet of the Arrest Report, Form 05.02.00, is the evidence report. In this instance, the reporting officer shall:

- * Check the "Evidence" checkbox at top of the report;
- * Complete the "Combined Evidence Report" Section on the report;
- * Enter details relating to the evidence in the narrative; and,
- * Forward a copy of the Arrest Report face sheet with the evidence.

If more than one arrestee, a firearm is booked, or more than two items of evidence, the Property Report, Form 10.01.00, stapled to the Arrest Report face sheet is the evidence report. In this instance, the reporting officer shall:

- * Check the "Combined Evidence" checkbox at the top of the Arrest Report face sheet;

Note: On multiple arrests, this checkbox is checked on *all* Arrest Report face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately below that checkbox on *all* Arrest Report face sheets.

- * Complete the shaded areas of the Property Report, including details and listing of the evidence;
- * Number the Property Report as the last page of the Arrest Report; and,

Exception: On juvenile arrests, the Juvenile Arrest Supplemental Report, Form 05.02.06, followed by the Juvenile Automated Index printout are the last two numbered pages of the Arrest Report (Department Manual Section 4/218.60).

- * Forward a copy of the Property Report, stapled to the Arrest Report face sheet, with the evidence.

Exceptions: A Property Report shall not be combined with an Arrest Report when:

- * The evidence is related to previously booked evidence. In this instance, the evidence shall be booked to the same person (or firm) as on the original Property Report and under the original Division of Records (DR) number. The item numbering shall start with the next sequential number from the original report;
- * Reporting additional license plates. One plate, or set of plates, may be reported using the combined procedure. Additional plates require separate Property Reports with separate DR numbers (Department Manual Section 5/040.56); and,
- * The booking employee's supervisor determines that use of a separate complete Property Report would be a

more expedient means of booking the evidence under the given circumstances.

DR Number. A DR number is required for an Arrest Report on which booked evidence is listed.

Completion - Private Person's Arrest. When evidence is booked under the combined procedure, and the arrest is by a private person, the name, serial number, division and detail of the officer booking the evidence shall be entered in the space provided on the Arrest Report face sheet; i.e., the second line of "Reporting Officer(s)."

4/203.15 COMBINED REPORTING. An employee conducting a preliminary investigation may combine the following reports, as appropriate:

- * Combined Crime and Arrest Report (Department Manual Section 4/216.14);
- * Combined Evidence and Arrest Report (Department Manual Section 4/216.15); and/or,
- * Combined Evidence and Investigative Report (IR) when up to three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the IR;
 - * Complete the "Combined Evidence Report" section on the face of the IR;
 - * Enter details relating to the evidence in the narrative of the IR; and,
 - * Forward a copy of the IR face sheet with the evidence.
- * Combined Evidence and Investigative Report when a firearm or more than three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the IR;
 - * Complete the shaded areas of the Property Report, including details and listing of the evidence;
 - * Number the Property Report as the last page of the IR; and,
 - * Forward a copy of the Property Report, stapled to the face sheet of the IR, with the evidence.

Exceptions: A Combined Evidence and Investigative Report shall not be used when:

- * The Evidence is related to previously booked evidence;
- Note:** In this case, a separate Property Report shall be completed in its entirety. The original Division of Records (DR) number shall be used, and the items shall be numbered starting with the next sequential item number.
- * The evidence is booked to other than the primary victim of the IR (i.e., the victim listed at the top of the IR);
 - * Reporting additional license plates; and/or,

Note: One plate, or set of plates, may be reported using the combined procedure. Each additional plate, or set of plates, requires a separate report with a separate DR number (Department Manual Section 5/040.56).

- * The booking employee's supervisor determines that the use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

4/535.05 PACKAGING PROPERTY – GENERAL.

The outer package of booked property shall be no smaller than a 7-1/2" x 10-1/2" manila envelope. Employees shall use preprinted envelopes when available. Blank envelopes shall have a completed property tag stapled to the front.

Small items shall be wrapped in a bindle and/or placed in a coin envelope. Each coin envelope shall bear the item number and DR number of the related report. Personnel may consider cardboard carton packaging when the evidence is too large to fit into an envelope specified for storage of that type of evidence.

Note: Carton packaging that is used to hold analyzed evidence or other forms of non-analyzed evidence shall have the appropriate evidence tag completed and secured to the outside of the carton.

4/535.10 PACKAGING ALCOHOLIC BEVERAGES.

A container of an alcoholic beverage shall be securely capped and sealed with a completed sealed evidence label. If the container cannot be capped, a sample shall be sealed in an approved evidence bottle, and booked with the original container.

4/535.15 PACKAGING BLOOD SAMPLES (See Department Manual Section 4/343.42).

4/535.20 PACKAGING AMMUNITION.

Each discharged projectile, cartridge case, or misfired cartridge which is submitted to Forensic Science Division (FSD) shall be individually wrapped in soft tissue, sealed in a coin envelope, and packaged separately from the firearm. *Live* ammunition that is not to be submitted to FSD shall be placed in a coin envelope and packaged *separate from the gun*.

The words "Live Ammo" shall be printed in red letters on the outside of a package containing live ammunition.

4/535.90 PACKAGING VOLATILE FUELS (See Department Manual Section 4/212.49).

4/530.10 MARKING EVIDENCE – GENERAL. An item of evidence shall *not* be marked for later identification when:

- * It bears a serial number;

Note: Watches shall not be dismantled for purposes of locating a serial number.

- * It would alter its evidentiary value;
- * It is capable of being identified through distinctive markings and recorded information; and/or,
- * It is a flag of the United States of America or of the State of California (Department Manual Section 4/535.30).

When evidence is marked, the mark shall be:

- * As small as practicable;
- * Distinctive;
- * Placed so as to prevent reduction of the item's marketable value; and,
- * Made as soon as practicable by the finding employee.

Evidence that cannot be marked or later identified by distinctive markings shall be packaged and sealed with a completed sealed evidence label. An outline of the object shall be traced on the package when it would be of value in making identification at a later date.

4/530.20 MARKING EXPENDED AMMUNITION.

When its evidentiary value would not be affected, expended ammunition shall be marked as follows:

- * Cartridge case - on the inside, or if not practicable, on the outside near the opened end.
- * Bullet - on the base.

4/530.30 MARKING OF BOOKED DOCUMENTS.

The Division of Records (DR) number shall be the only marking placed on a forged/fraudulent document or invoice by the reporting employee. It shall be printed in ink or typed as near as practicable to the upper right corner of the face without interfering with markings already present. If this is not practicable, place the document(s) in a manila envelope, and print the DR number on the upper right corner of the envelope and attach the documents unfolded and paper-clipped to the back of the completed report.

Exception: Forged/fraudulent items such as identifications, credit cards, and checkbooks, shall be booked as evidence.

4/540.60 BOOKING MONEY. All monies taken into Department custody shall be counted by the officer booking the money and the appropriate supervisor prior to booking. A copy of the related Property Report, Form 10.01.00, shall accompany each money booking.

Note: When an officer seizes or takes into custody U.S. currency totaling less than \$5,000, the concerned officer shall book the currency at the Area property room. The items shall be placed in the designated interim storage locker when the Area property room is closed. When an officer seizes or takes into custody U.S. currency totaling \$5,000 or more, the officer shall transport the currency to Valley Property Section or Central Property Section, Property Division, for recounting and booking.

Officer's Responsibilities. When an officer seizes or takes into custody U.S. currency, the officer shall:

- * Count the currency, in the presence of a supervisor preferably not involved in the seizure, and place the currency into a Money Envelope, Form 10.12.02;
- * Obtain the signature of the supervisor verifying the money count on the Money Envelope;
- * Ensure that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Seal the top flap of the Money Envelope with an Analyzed Evidence Seal (LAPD Sealed Evidence-red), Form 10.12.07;
- * Complete a Property Report listing the currency booked; and,
- * Book the items into the appropriate property facility.

Note: Money that is of unique evidentiary value (e.g., possible fingerprints) shall be listed on the Property Report.

When booked money requires checking by a Narcotics Division K-9 unit and a unit is unavailable prior to booking, the booking officers shall notify the property officer that after counting and booking the currency to place the Money Envelope into a Kapak bag to ensure the currency is not contaminated during storage. Items held for checking by the K-9 Detail shall be booked at Central or Valley Property Sections.

Supervisor's Responsibilities. Supervisors responsible for counting currency shall:

- * Verify that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Sign the Money Envelope in the appropriate place and ensure the envelope is properly sealed; and,
- * Ensure that the items are booked into the appropriate property facility.

Note: A supervisor shall witness the recount of all currency removed from interim storage by the property officer for booking into the Area property room. The supervisor shall sign and date the Analyzed Evidence Seal (LAPD Sealed Evidence-blue), Form 10.12.07, overlaying the Money Envelope flap next to the signature of the property officer.

Property Officer's Responsibilities. Property officers at Area property rooms who accept currency for booking shall:

- * Recount the currency in the presence of the booking officer;
- * If the currency is removed from interim storage for booking into the Area property room, recount the currency in the presence of a sworn supervisor;

Note: The property officer shall be responsible for applying blue evidence seals to all currency packages

opened for recounting. All resealing shall be done in the presence of the sworn supervisor witnessing the recount. The property officer shall sign and date the blue evidence seal overlaying the Money Envelope flap in the presence of the sworn supervisor.

- * Ensure the money count is properly listed on the Money Envelope;
- * Seal the Money Envelope with a blue evidence seal and sign and date the evidence seal; and,
- * Place the item into secure storage.

Property officers at Central Property Section or Valley Property Section who accept currency for booking shall:

- * Recount the currency in the presence of the booking officers;
- * Verify the currency count matches the Money Envelope;
- * Place the currency into the Money Envelope and seal with a blue evidence seal;
- * Sign and date the blue evidence seal; and,
- * Obtain the signature of a Property Division supervisor on the blue evidence seal overlying the Money Envelope flap.

Commanding Officer, Property Division's Responsibilities. The Commanding Officer, Property Division, shall, as soon as practical upon expiration of the 60-day time limit, cause all monies eligible for deposit into the Booked Money Account, not stored in the Central Property Section, Property Division, to be transferred to Central Property Section or Valley Property Section for deposit.

Exception: If a release has been authorized and is pending, the money shall not be transferred and deposited until the required term for claiming the money has expired. Upon determination that money in the account is eligible for disbursement, the commanding officer of Property Division shall cause a Booked Money Disbursement, Form 10.26.00, to be completed and forwarded to Fiscal Operations Division.

Note: Monies not yet deposited into the Booked Money Account may be released in accordance with procedures outlined in Department Manual Section 4/555.10.

BOOKING OF LICENSE PLATES. A separate report bearing a separate vehicle DR (Division of Records) Number shall be made for each plate or set of plates. (Also see Vehicle/Vessel Reporting - Field Notebook Divider, Form 18.36.00.)

4/238.48 PROPERTY TO CORONER. An officer at the scene of a death requiring a Death Report, Form 03.11.00, shall obtain an itemized receipt from the Coroner's deputy for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt shall be stapled to the original of the Death Report.

Suicide Notes. Original suicide notes shall accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act shall be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it shall be obtained from the Coroner's Office by a member of Forensic Science Division.

Poisons and Drugs. All poisons, drugs, and their containers suspected of being connected with a suicide shall accompany the body to the Coroner's Office.

Firearms. All firearms suspected of being suicide weapons shall be booked as evidence in order to provide the opportunity to test such firearms. The investigating officer shall be responsible for determining the final disposition of the firearm (Department Manual Section 4/560.40).

4/540.30 BOOKING FIREARMS.

General. *All* firearms coming into the custody of the Department shall be classified as evidence.

Booking Firearms – Officer's Responsibilities. An officer booking a firearm into Department custody shall ensure that the firearm is unloaded and safe for handling. Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, Forensic Science Division (FSD), for advice. Additionally, if physical evidence such as *DNA* or latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance.

Note: During off-hours and weekends, FSD firearms examiners may be contacted for advice or response through *Real-Time Analysis and Critical Response Division*.

In all cases, the Firearms Unit shall be contacted to examine and clear the following types of hazardous weapons prior to booking:

- * Muzzle loaders.
- * Cap-and-ball black powder weapons.
- * Jammed or inoperative weapons, including weapons with rounds that cannot be extracted.

When possible, weapons shall be broken down or otherwise modified and packaged to allow easy visual examination and assurance they are unloaded.

Upon ensuring the firearm is unloaded and safe for handling, the booking employee shall:

- * Complete a Property Report, Form 10.01.00;

Note: The name and serial number of the FSD firearms examiner, along with the date and time a hazardous weapon was rendered safe for handling, shall be documented in the Property Report. For firearms

contaminated with diseased or infectious bodily fluids or for other specially packaged or sealed firearms, documentation of the clearing of weapons shall be included in the Property Report.

- * Complete the Firearms Supplemental Property Report, Form 10.01.01;

Note: Officers shall complete one Firearms Supplemental Property Report for each firearm booked. When more than three associates exist, complete another Firearms Supplemental Property Report. When more than three firearms are booked, complete the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. When a firearm is recovered directly from a specific person, any other individual in the possessor's company shall be considered an associate and their information shall be entered into "Possessor's Associate" section. The Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval.

- * When multiple firearms are booked on a single Property Report and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report. Additional firearms shall be listed on the Continuation Sheet for Firearms Supplemental Property Report. The appropriate information shall be recorded on the Continuation Sheet for Firearms Supplemental Property Report by the officer booking the firearm into a Department Property Room;
- * The Continuation Sheet for Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval;
- * Cause the Automated Firearms System (AFS) and National Crime Information Center (NCIC) to be queried to determine wants and registration information;
- * Telephonically report all firearms reported stolen, lost, recovered, located and booked to the Vehicle Warrant Section (VWS), Records and Identification (R&I) Division;
- * Document the results of the AFS and NCIC query on the Property Report;
- * Affix the AFS/NCIC print out to the Property Report with transparent tape, immediately below the recorded description of the firearm;
- * Print the word "FIREARM" in red in the top margin of the Property Report;
- * When booking a firearm at a location other than the property unit within the geographic Area in which the firearm was seized, print in the left margin of the Property Report, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized;

- * Submit the completed Property Report and Firearms Supplemental Property Report, to a supervisor for approval; and,
- * Deposit the property and two copies each of the approved Forms, the Property Report, Firearms Supplemental Property Report, and Continuation Sheet for Firearms Supplemental Property Report, when applicable, with the concerned property unit.

Note: All information relative to a firearm shall be entered into the AFS by personnel assigned to the VWS, R&I Division.

Supervisor's Responsibilities. The supervisor approving the Property Report shall:

- * Physically inspect the firearm (unless held for *DNA or latent prints*) to verify the accuracy of the information contained on the Property Report and to verify that the firearm is unloaded; and,

Note: If the firearm is being held for latent prints or other scientific evidence, supervisors shall visually inspect the firearm to verify as much information as possible is contained in the Property Report.

- * Ensure that a notation is made in the narrative portion of the Property Report when unable to query AFS and NCIC.

The supervisor approving the Firearms Supplemental Property Report, and the Continuation Sheet for Firearms Supplemental Property Report, shall review the form for completeness and accuracy, **ensuring that all available information has been included.**

Receiving Booked Firearms - Property Officer's Responsibilities. The property officer receiving a booked firearm shall:

- * *Take precautions on firearms that are held for DNA or prints; and,*
- * Inspect the firearm and verify all information contained in the Property Report; and,
- * At the beginning of each work day, forward one copy of each Property Report, the Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report when applicable, and a copy of the AFS/NCIC printout directly to the Gun Unit, *Gang and Narcotics* Division and R&I Division, via intradepartmental mail; and,
- * Ensure that a completed Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report is attached to the Property Report for each firearm booked.

Packaging. Long guns including sawed-off long guns need not be packaged. An Evidence Tag, Form 10.12.00, shall be attached to the barrel.

Handguns shall be packaged when practicable. Only the weapon's magazine, ammunition or holster may be packaged with a firearm.

Note: A magazine shall not be stored in a weapon, and ammunition shall not be stored in a magazine.

4/540.20 BOOKING EXPLOSIVE SUBSTANCES.

Explosive substances are classified as "Safe" or "Dangerous."

BOOKING "SAFE" EXPLOSIVES. "Safe" explosive items are booked in the same manner as any other property. A package containing a "Safe" explosive item shall be marked with large red letters indicating the type of explosive material contained, for example, "Fireworks," "Flares," or "Live Ammo." The types of "Safe" explosives are:

- * Fireworks - "Safe and Sane" types (Bearing State Fire Marshal seal) and less than 10 pounds gross weight;
- * Emergency Highway flares/fuses; and,
- * Fixed ammunition and blank or saluting cartridges less than .50 caliber.

BOOKING "DANGEROUS" EXPLOSIVES. All other explosive substances are classified as "Dangerous" and shall only be recovered and booked by the Hazardous Devices/*Materials* Section, Emergency Services Division (ESD), personnel. The Hazardous Devices/*Materials* Section technician who assumes custody of a dangerous explosive substance shall ensure that a Property Report, Form 10.01.00, is completed and distributed as soon as practicable. Common examples of "Dangerous" explosive substances are:

- * Fireworks not bearing the State Fire Marshal seal or with a gross weight of ten pounds or more;
- * Firecrackers and similarly constructed explosive devices that do not bear a State Fire Marshal seal, such as Cherry Bombs, M80's, and M100's;
- * Seal Bombs and bird distracters (Agricultural/wildlife types of fireworks);
- * Railroad Torpedoes; and,
- * Ammunition .50 caliber and larger.

Note: Officers recovering ammunition .50 caliber or larger shall contact the Hazardous Devices/*Materials* Section, ESD, or *Real-Time Analysis and Critical Response Division* during off-hours. A Hazardous Devices/*Materials* Section officer shall determine whether the recovered ammunition is considered "Safe" and can be booked at Property Division. In cases when a Hazardous Devices/*Materials* Section officer advises that the ammunition is considered "Safe" to book, the officers shall note the name, rank, and serial number of the Hazardous Devices/*Materials* Section officer authorizing the booking in the Property Report.

When investigating officers cannot determine the classification of a suspected explosive substance as "Safe" or "Dangerous," officers shall treat the suspected item as

"Dangerous" and contact the Hazardous Devices/*Materials* Section, ESD, or Real-Time Analysis and Critical Response Division during off-hours for advice.

4/540.70 PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked in or labeled with an Analyzed Evidence - Narcotics Envelope, Form 12.51.03, or an *Analyzed Evidence – Narcotics Tag, Form 10.12.06*, and a Narcotic Evidence Booking Identification Card, Form 10.12.09.

Booking Employee's Responsibilities. When packaging small quantities of narcotics, officers shall:

- * Place the narcotics into a ziplock bag; and,

Note: Officers are also reminded that a separate Analyzed Evidence - Narcotics Envelope shall be used to contain the evidence obtained from each arrestee.

- * Place the bag into an Analyzed Evidence - Narcotics Envelope; *and*,

Exception: Plant material shall not be placed in a plastic bag before being placed into an Analyzed Evidence - Narcotics Envelope.

- * Staple the flap shut as closely as possible to the lower edge using two staples on opposite sides of the flap; *and*,
- * Place Analyzed Evidence Seals, Form 10.12.07, over each flap and the center seam.

Note: Narcotics evidence weighing a kilogram or more shall be placed in a plastic numbered property bag and placed in a cardboard box. The box shall be sealed with a high quality fiber reinforced tape. A completed Analyzed Evidence - Narcotics Envelope *or an Analyzed Evidence - Narcotics Tag* shall be attached to the outside of the cardboard box.

The package shall be sealed with a completed evidence seal. A separate Analyzed Evidence - Narcotics Envelope shall be used for the evidence obtained from each arrestee. Ziplock bags may be used to separate evidence within the Analyzed Evidence - Narcotics Envelope. Each envelope shall bear an item number and be listed on related reports. No other evidence, except narcotic paraphernalia requiring analysis, shall be included in the sealed package. The Analyzed Evidence - Narcotics Envelope shall not be filled above the fold of the upper flap of the package.

An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence shall:

- * Consecutively number the exterior of each package wrapping;
- * Weigh the packages for gross weight and place them in a cardboard box;

Note: "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to Department Manual Section 4/540.75 for handling seizures exceeding 30 pounds net weight.

- * Weigh the box and contents for control weight and seal with wide, high quality tape and a sealed evidence label;
- * List the gross weight and control weight on the Property Report; and,
- * Complete an Analyzed Evidence - Narcotics Envelope and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

Note: When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence - Narcotics Envelope shall be attached to the outside of the first box of each item number on the Property Report, Form 10.01.00, which consists of one or more boxes, and an Analyzed Evidence - Narcotics Tag, shall be attached to each remaining box. The item number, box number, and total number of boxes shall be documented on each box.

The employee booking the evidence shall in all cases complete the upper portion of the form on the face of the envelope, including any special instructions for the chemist making the analysis.

Note: Refer to Department Manual Section 4/540.72 for Phencyclidine (PCP), or its analogs handling procedures.

Marijuana Cigarettes. Marijuana cigarettes shall be placed in a container, a coin envelope or ziplock bag and marked "officer added packaging." Each cigarette and specific location from which the cigarette was taken shall be listed on related reports.

Paraphernalia Containing Narcotics Residue. An officer booking paraphernalia containing narcotics residue shall:

- * Place narcotics paraphernalia into a plastic ziplock bag, size permitting, or into a plastic property bag if the residue may be *lost or destroyed*, or directly into an Analyzed Evidence - Narcotics Envelope; *and*,
- * Place Analyzed Evidence Seals over each flap and the center seam.

Exception: Paraphernalia containing plant material residue shall be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence - Narcotics Envelope.

Note: This section does not affect booking procedures for paraphernalia not containing narcotics residue.

Toluene. When toluene or similar toxic substance is exposed to the air (e.g., glue on a rag or in a paper bag), the evidence shall be placed in a glass container.

Weights and Measures. "Substances" in relation to pipes with residue only, are no longer weighed. These substances shall only be counted. Example, one glass pipe containing cocaine residue shall be counted as one item. The evidence may state in the Property Report and/or the Arrest Report, "1 glass pipe containing off-white residue resembling cocaine." Glass pipes with no visible residue shall be booked as paraphernalia in the Area Property Rooms. All pipes with residue shall be booked as narcotics.

Note: Containers included in the gross weight shall be described in the Property Report (or Arrest Report, if used to book the evidence).

Marijuana plants shall be counted. Their number and net weight (minus dirt and container) shall be recorded on the Property Report. The plants shall be placed in a carton. If necessary, the plants may be folded. Generally, the dirt and the container need not be booked.

Note: When practicable, the plants shall be photographed prior to being uprooted.

Chemical Test of Narcotics Evidence. Officers who book items of cocaine, methamphetamine, heroin or marijuana for the purpose of filing drug charges, shall perform chemical test(s) to make a preliminary identification of the drug item.

Note: *Due to the risk associated with potential fentanyl exposure, officers shall not use preliminary screening tests on unknown powders, suspected of being a controlled substance. Sampling and testing of these powders shall be limited to Forensic Science Division personnel due to necessary laboratory precautions extended beyond those available in Area community police stations. All Department personnel shall continue to weigh the samples, but minimize the possible exposure by handling the powder narcotics in a well-ventilated area and use protective equipment, such as latex gloves or masks.*

Chemical Test Procedures. Officers conducting preliminary screening tests on items of cocaine, methamphetamine, heroin or marijuana shall:

- * Take the suspected drug evidence to an Area station where the chemical test kits are available;

Note: Test kits are not to be used in the field.

- * Determine the gross weight of the evidence;
- * Visually compare the amount of narcotics to the minimum net weight (about $\frac{1}{4}$ inch diameter circle, similar to the tip of a No. 2 pencil eraser). If the amount of narcotics appears to be less than the minimum net weight, do not conduct the chemical test.

Book the evidence for testing by the *Forensic Science Division (FSD)* Laboratory;

- * If the narcotics evidence material appears greater than the minimum net weight provided in the test kit instructions, select the appropriate chemical test kit. Follow the instructions provided on how to conduct a chemical test;
- * Perform a chemical test for each item. The chemical tests are only for items suspected to contain cocaine, methamphetamine, heroin or marijuana. The chemical test for methamphetamine requires the use of two test kits. The chemical tests for cocaine, heroin and marijuana require the use of just one test kit. For all other suspected drug items, book the evidence following standard booking procedures;
- * Only test the minimum number of items needed for filing. Other items shall be tested later by the FSD Laboratory;
- * Dispose of used chemical test kits in the containers provided. **Do not** book the used kit; and,
- * Record the chemical test results on the Property Report and the Arrest Report narrative. Examples of properly recorded positive chemical test results are listed on next page.

Negative and Inconclusive Chemical Test Results. If the chemical test results are negative or inconclusive and the filing of drug charges are still pursued, book the evidence for laboratory testing.

Juvenile Arrested. When booking controlled substance evidence in juvenile cases indicate whether the juvenile is "*Detained*" or "*Released*," in red on the upper left corner of the Analyzed Evidence - Narcotics Envelope.

If a juvenile is detained or when narcotics or a substance believed to be toxic is *involved* for which no preliminary chemical test is available, book the evidence following standard booking procedures.

Booking Location. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked into Property Division. The item requiring analysis shall be placed into the narcotics storage locker for pick up by the courier unit or booked directly into Property Division.

ITEM NO.	QUAN.	ARTICLE	TYPE TEST OF DRUG	BRAND/DRUG WEIGHT UNITS	MODEL NO./ DRUG TEST RESULTS	MISC. - COLOR, SIZE, ETC.
1	2	Narcotics	Mecke's Reagent	1.00 gram gross	Positive heroin	Red balloons containing brown tar-like substance resembling heroin
2	1	Narcotics	Duquenois - Levine Reagent	2.00 grams gross	Positive marijuana	Plastic bag containing plant material resembling marijuana
3	1	Narcotics	1-Methamphetamine/ MDMA Reagent 2-Marquis Reagent	0.75 gram gross	Positive methamphetamine	Plastic bag containing white crystalline substance resembling methamphetamine
4	1	Narcotics	Scott Reagent	1.50 grams gross	Positive cocaine base	Plastic bag containing off-white solids resembling cocaine base